

City Clerk – Public Records Request
City Hall - Room 360
200 N. Spring Street
Los Angeles, CA 90012
submitted via email or fax

Our ref.
BC-V502330

Date
2019-07-03

RE: CPRA – BC-V502330– Electronic Communications Audit

To Whom It May Concern:

NOTE: Every response you send or provide (including all responsive records) may be automatically and immediately visible to the general public on the MuckRock.com web service used to issue this request. (I am not a representative of MuckRock)

We request under the California Public Records Act (CPRA) the following items from the City of Los Angeles (the “local agency” under CPRA). We have made similar requests to various California cities and counties and continue receiving good data about local agency use of electronic communication – and I’d like to thank you if your agency has already participated in the past.

Please provide only those copies of records available **without any fees**. If you determine certain records would require fees, please instead provide the required free notice of which of those records are available and non-exempt for inspection in-person if we so choose. We do not agree to pay any fees automatically by virtue of this request. Please use email to respond. If your agency has subordinate agencies that should handle parts of this request, please forward the request on-ward to appropriate officials.

We remind you of your obligations to provide electronic records in the original format you hold them in. If you choose to convert emails, for example, to PDF format, to easily redact them, you must ensure that you have preserved the full content of the original email record, which contains many detailed headers beyond the generally used From/To/Subject/Sent/etc. For the chat apps, a screenshot or print-out is acceptable. Please review your obligations to provide public records that are on personal accounts/devices per City of San Jose v Superior Court (Smith, real party in interest, 2017). Our requests for public records from personal accounts excludes former employees.

If you use PDF, use properly redacted searchable or text pdfs. Please don’t use image PDFs to make it

harder to analyze the records. If you provide PDFs instead of original email files, only give a few of the headers or lacking attachments/images, and/or improperly withhold public records that exist on private accounts/devices you may be in violation of CPRA, and we may challenge your decision judicially, and/or via any other remedies available to us.

You must justify and minimize all withholding. You must also provide a determination under the CPRA, for each of our individual requests below whether or not you: have NO responsive records, disclosed all responsive records, withheld all responsive records, or disclosed some and withheld some records. While you are not required under CPRA to create any new records, for your convenience Exhibit A is a matrix of all the records we have requested by official that you may use to indicate your CPRA determination.

The CPRA does not require me to provide my name or use any particular form to make a request. I will remain anonymous.

Provide records in a rolling fashion. Do not wait for all records to be available. I look forward to your prompt disclosure, and a response within 10 calendar days. Each request below is independent; if you need clarification or raise objections to some requests, please do not delay response to the others.

PART 1 – Email

If a person has multiple email addresses (including but not limited to email aliases), 10 emails from each are requested. For example an official may have a public-facing email alias and also an email address she uses to do business internally- 10 from each are requested. Please do not include spam or product advertisement emails.

A. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by CPRA, of the most recent 10 emails RECEIVED BY EACH OFFICIAL government email account of

1. Mayor - Eric Garcetti
2. Ana Guerrero, Chief of Staff
3. Matt Szabo, Deputy Chief of Staff
4. William Chun, Deputy Mayor of Economic Development
5. Jeff Gorell, Deputy Mayor of Public Safety
6. Nina Hachigian, Deputy Mayor of International Affairs
7. Barbara Romero, Deputy Mayor of City Services
8. Miguel Sangalang, Deputy Mayor of Budget and Innovation
9. Brenda Shockley, Deputy Mayor of Economic Opportunity
10. Christina Miller, Deputy Mayor for City Homelessness Initiatives
11. Ray Chan, former deputy mayor
12. Julie Ciardullo, Chief Legal Counsel
13. Greg Good, Chief of Legislative and External Affairs
14. Mary Hodge, Chief of Operations
15. Breelyn Pete, Chief of State and Federal Affairs
16. City Attorney - Mike Feuer
17. City Controller - Ron Galperin
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35. City Admin. Officer - Richard H. Llewellyn, Jr.
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38. Debra McCarthy, Deputy Chief – Professional Standards
39. Beatrice Girmala, Assistant Chief – Special Operations
40. Robert Arcos, Assistant Chief – Operations
41. Frank M Bush, GM, Dept. of Building and Safety
42. Osama Younan, EO, Dept of Building and Safety
43. Fire Chief, Ralph Terrazas
44. Robert Ahn, President, Cannabis Regulation Commission
45. Peter Lynn, Executive Director, LAHSA
46. Heather Holt, Executive Director, Ethics Commission
47. David H. Wright, General Manager, LADWP
48. Martin L. Adams, Chief Operating Officer, LADWP

B. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by CPRA, of the most recent 10 emails SENT FROM EACH OFFICIAL government email account of

1. Mayor - Eric Garcetti
2. Ana Guerrero, Chief of Staff
3. Matt Szabo, Deputy Chief of Staff
4. William Chun, Deputy Mayor of Economic Development
5. Jeff Gorell, Deputy Mayor of Public Safety
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C. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by CPRA, of the most recent 10 emails IN THE DRAFT or OUTBOX folder of EACH OFFICIAL government email account of the following.

1. Mayor - Eric Garcetti
2. Ana Guerrero, Chief of Staff
3. Matt Szabo, Deputy Chief of Staff
4. William Chun, Deputy Mayor of Economic Development
5. Jeff Gorell, Deputy Mayor of Public Safety
6. Nina Hachigian, Deputy Mayor of International Affairs
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D. an electronic copy, in the original electronic format, with all headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by CPRA, of the most recent 10 emails regarding the public's business (specifically those disclosable under relevant statute and case law, including but not limited to City of San Jose v Superior Court (2017)) SENT FROM EACH PERSONAL email account(s) of the following officials, TO/CC/BCC any mountainview.govemail address. If NO such emails exist for each entry, remember you must state under Govt Code 6253(c) that there are no responsive records.

1. Mayor - Eric Garcetti
2. Ana Guerrero, Chief of Staff
3. Matt Szabo, Deputy Chief of Staff
4. William Chun, Deputy Mayor of Economic Development
5. Jeff Gorell, Deputy Mayor of Public Safety
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9. Brenda Shockley, Deputy Mayor of Economic Opportunity
10. Christina Miller, Deputy Mayor for City Homelessness Initiatives
11. (not applicable)
12. Julie Ciardullo, Chief Legal Counsel
13. Greg Good, Chief of Legislative and External Affairs
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PART 2 – Chat/Messaging

As used below "Conversations" include but are not limited to any metadata records showing that a conversation had taken place but is now deleted (due to expiration for example). Various types of apps are mentioned below.

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2. Ana Guerrero, Chief of Staff
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1. Mayor - Eric Garcetti
2. Ana Guerrero, Chief of Staff
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PART 3:

A. an electronic copy, in the original electronic format, with all invitee lists, invitation statuses (accepted/denied), headers, metadata, timestamps, attachments, appendices, exhibits, and inline images, except those explicitly exempted by CPRA, of the most recent 10 weeks of the CALENDAR of each OFFICIAL government account(s) of the following person.

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PART 4: all instruments used to inquire of each official as to whether they possess any responsive records above, and all of their responses. If you refuse to provide this because those records would not exist until after you receive this request, we will ask for it again later on.

Sincerely,

Anonymous requestor

encl: Exhibit A - CPRA Determination Matrix

Sample CPRA Determination (you do not have to use this sheet, but you may for convenience)

Fill each box with: N - no responsive records; A - disclosed all resp. records; W - withheld all resp. records;

S - disclosed some + withheld some (ex. redacted) resp. records

| Request: | 1-A | 1-B | 1-C | 1-D | 1-E | 2-A | 2-B | 2-C | 2-D | 2-E | 2-F | 2-G | 2-H | 2-I | 2-J | 2-K | 2-L | 3-A | 3-B | 4 |
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(Your agency may not have 50 requested officials listed)